

Service Position Descriptions

- **District Committee Member (DCM):** Serves as the primary leader of the district committee. They coordinate district activities, assist General Service Representatives (GSRs), and carry the collective district conscience forward to the Area Committee.
- **Alternate DCM:** Assists the DCM in all administrative functions. They step in to lead district meetings or attend area assemblies if the DCM is absent or unavailable.
- **Secretary:** Records, types, and distributes accurate minutes of all monthly district business meetings and helps with communication of information to district/intergroup members.
- **Registrar:** They maintain an updated roster of local GSRs, officers, and committee chairs.
- **Treasurer:** Manages all district financial accounts, receives group contributions, and disburses funds according to the approved budget. They present a detailed monthly financial report to the committee.
- **General Service Representative (GSR):** Links an individual home group directly to the broader A.A. structure. They express their group's vote at district meetings and area assemblies and bring service information back to their home group.
- **Alternate GSR:** Votes and participates in district or area business if the primary GSR is unable to attend.
- **Accessibility:** Ensures that the A.A. message is accessible to all alcoholics, regardless of physical, mental, or geographic barriers.
- **3rd Legacy Chair:** A trusted servant responsible for educating members, groups, and districts about Service.
- **12th Step Coordinator (Intergroup):** Maintains a 12th Step Volunteer Call List and manages the volunteer network needed to respond directly to the alcoholic who still suffers when they reach out for help.
- **Archives:** Collects, categorizes, and safely preserves historical data, meeting minutes, photographs, and artifacts unique to the district's local history.
- **Bridge the Gap:** Help the AA who is being released from Treatment to get to an AA meeting on the outside.
- **Cooperation with the Professional Community (C.P.C.):** Delivers targeted A.A. information, literature, and presentations to non-alcoholic professionals. Common contacts include doctors, lawyers, clergy, and employers.

- **Corrections:** Organizes volunteer clearance, literature distribution, and panel meetings inside local correctional facilities, jails, and prisons.
- **Eastside Intergroup Liaison (District and Groups):** Act as the vital communication bridge connecting three distinct levels of A.A.: Home Groups, the local Intergroup Office, and the General Service Structure.
- **Event Coordinator/Committee:** A district or area service position responsible for planning and executing non-business functions that promote unity and fellowship.
- **Grapevine / La Viña / Literature:** Keeps an active stock of Conference-approved books and pamphlets for groups to purchase. They educate the district on new or updated recovery literature. Promotes the use of A.A.'s international journals—the "meetings in print". They encourage members to subscribe, write articles, and use the magazines for step studies.
- **Hotline Coordinator (Intergroup):** responsible for managing the local 24/7 Intergroup phone line that connects suffering alcoholics, families, and professionals to A.A. resources. Manages a volunteer list and handles after hours phone line scheduling.
- **Newsletter Editor (Intergroup):** responsible for producing and distributing a monthly publication (Pass It On) that keeps the local fellowship informed, connected, and inspired.
- **Public Information (P.I.):** Informs the general public, local media, and schools about what A.A. is and is not. They focus on carrying the message while strictly preserving personal anonymity at the public level.
- **Treatment Facilities:** Coordinates local A.A. members and groups to take panel meetings into hospitals and rehab facilities.
- **Webmaster / Web Servant:** Maintains and updates the district's/Intergroup's official website. They ensure local meeting schedules, event calendars, and hotline numbers are accurate and functional.
- **Young People in A.A. (YPAA):** Acts as a dedicated bridge to welcome and integrate younger alcoholics into mainstream district groups and service structures.